

Referral & Information Services

Record Retention Plan

Updated 10-20-06

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Lawyer registration forms	Individual registration forms submitted by lawyers on LRS panels	3 years	Administrator	Hard copy	Office
Client referral reports	Lawyer memos notifying a client has been referred to him/her and responses from lawyers indicating the client appeared for the appointment	1 year	Administrator	Hard copy	Current three months in office. Past copies off-site
Client referrals	Printed copies of clients referred by lawyer's name	1 year	Administrator	Hard copy	Off-site
Letters from inmates	Requests from inmates and any related correspondence				
These are not considered referrals	1 year	Administrator	Hard copy	Office	
Modest Means client applications	Forms filled out by clients seeking MM eligibility	1 year	Administrator	Hard copy	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Correspondence from lawyers	Misc. correspondence from lawyer filed in lawyer's file	3 years	Administrator	Hardcopy	Office
Modest Means attorney registrations	Individual registration forms submitted by lawyers on MM panels	3 years	Administrator	Hardcopy	Office
Lawyer to Lawyer registration forms	Individual registration forms submitted by lawyers on LL panels	3 years	Administrator	Hardcopy	Office
Training material	In-house staff training materials on various areas of law and department operations	Until superseded	Administrator	Electronic	Server
LRS Newsletter	Periodical sent to panel members	One hard copy kept as permanent record	Administrator	Electronic and/or hardcopy	Office
RIS Resource Manual	Referral protocol and other agency information	Current version only	Administrator	Electronic and/or hardcopy	Office
RIS Department Procedures Manual	Directions for staff on various protocols	Current version only	Administrator	Electronic and/or hardcopy	Office
RIS Computer Training Manual	Materials on how to use LRS database	Current version only	Administrator	Electronic and/or hardcopy	Office

